

## City of Santa Monica

### Fire Equipment Specialist (As-Needed)

<b>SALARY</b>	\$30.47 Hourly	<b>LOCATION</b>	City of Santa Monica, CA
<b>JOB TYPE</b>	Part-Time Temporary	<b>JOB NUMBER</b>	239147-01
<b>DEPARTMENT</b>	Fire	<b>DIVISION</b>	Fire Support Services
<b>OPENING DATE</b>	10/12/2023	<b>CLOSING DATE</b>	10/30/2023 5:30 PM Pacific

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#### Job Summary

Coordinates the activities associated with the maintenance of Santa Monica Fire Department's vehicles and equipment and provides associated administrative support.

Note: The current vacancy is a part-time, temporary position.

#### Representative Duties

Coordinates the maintenance and repair of Fire Department vehicles and equipment.

Performs administrative duties by inputting equipment and vendor information into a maintenance database, preparing reports, taking inventory, corresponding with vendors, processing purchase orders and requisitions for equipment purchases. Creates forms and databases to support job efficiency.

Enters and updates inspection, maintenance, and repair information into the records management system, including fire equipment

Serves as primary custodian of vehicle maintenance records.

Delivers and returns fire apparatus at specific locations for repairs. Performs quality care inspections of fire apparatus.

Provides assistance to management staff in coordinating, implementing, tracking and monitoring assigned projects and programs, including CIP projects.

Coordinates annual emergency equipment safety testing.

Installs Fire Department equipment and markings.

Responds to requests for information or refers requests to appropriate areas.

Collects, compiles, and enters data into existing maintenance databases to track equipment expenditures and to plan for future needs.

May respond to emergency incidents or events with assigned department vehicle.

Performs other duties, as assigned.

## Requirements

### Knowledge of:

The operation, repair and maintenance of fire equipment, vehicles, and apparatus

Proper procedures for safe operation and maintenance of equipment

Principles of basic budget preparation and administration

General computer software applications, including word processing and Excel spreadsheets

Effective customer service techniques

### Ability to:

Utilize and understand computer applications and techniques as necessary in the completion of daily assignments

Plan, organize, and/or prioritize daily assignments and work activities

Learn the use and care of common fire equipment tools and technology

Perform data entry

Prepare and maintain a variety of reports, including annual summary reports

Communicate effectively, both orally and in writing

Understand and follow written and oral instructions

Provide effective customer service

Establish and maintain effective and cooperative working relationships with City employees and the public

Work with persons from diverse social, cultural, and economic backgrounds as well as a variety of work styles, personalities, and approaches

Write Request for Proposals and related Scope of Work documents related to purchase and acquisition of fire apparatus/equipment

Skill in:

Using a personal computer and applicable software applications

Reading, writing, and communicating in English at an appropriate level

## **REQUIREMENTS**

### **Minimum Qualifications:**

Education:

Graduation from high school or equivalent. College-level coursework in automotive or fire technology, fire equipment maintenance or a closely related field.

**Experience:**

Two years of recent, paid work experience in the coordination of the operation, maintenance, or repair of vehicles and/or equipment. Work experience in the Fire Service is highly desirable.

**Licenses and Certificates:**

Possession of a valid Class C driver license. A Class B driver license is required within one year of appointment and must be maintained throughout employment.

**Supplemental Information****How to Apply:**

Applicants must submit a completed on-line City Application along with any required supplemental application materials with the Human Resources Department by the filing deadline. If you do not submit your on-line application by the filing deadline, you will not be considered for this position. Please note, applications may be rejected if incomplete. Resumes, CVs and cover letters are not reviewed as part of the application screening process.

**Selection Process:**

All applicants must submit clear, concise and complete information regarding your work history and qualifications for the position. All applicants will be reviewed and only those applicants determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process.

Testing may consist of a combination of any of the following and is subject to change as needs dictate:

Training and Experience Evaluation - 100%  
Oral interview

**Background Investigation:**

Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

**Inclusion & Diversity Statement**

The City of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce where people of diverse races, religions, cultures and lifestyles thrive. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences make a positive impact.

The City is an equal opportunity employer and strives to build balanced teams from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status, or any other status protected under federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us!

Special assistance with the application and examination process is available, upon request, for persons with disabilities. Call (310) 458-8246, TDD (310) 458-8696 (Hearing Impaired Only).

Please note the request for reasonable accommodations must be made to Human Resources at least three work days prior to the examination.

**Agency**

City of Santa Monica

**Address**

1685 Main Street, Room 101  
P.O. Box 2200  
Santa Monica, California, 90401

**Phone**

310-458-8697

**Website**

<https://www.santamonica.gov/departments/human-resources>

**Fire Equipment Specialist (As-Needed) Supplemental Questionnaire**

**\*QUESTION 1**

**Please describe your recent, paid work experience in the coordination of the operation, maintenance, or repair of vehicles and/or equipment. If you have no such experience, mark N/A.**

\* Required Question